



Computer Classes Starting July 20, 2015

New computer classes for Seniors will begin on Monday, July 20, 2015 through October 16, 2015, at the time and locations listed below. **If you are interested in attending a class, please fill out and leave the attached "Enrollment Sheet" with the Senior Coordinator at the Recreation Center where you would like to take the class.**

Note the following: ***If you took a class the last session, you still need to submit another enrollment form.**

*New students will have first priority in Basic Classes on a first-come, first-served basis

* Basic students from last session will have priority in Advance Classes with a first-come, first-served basis

Basic Computer Classes

Basic Computer Classes will consist of functions of the mouse, developing an email address, reply and forwarding an email message, creating address books, surfing the Internet, Basic Microsoft Word, making labels, making business cards, and much, much more!

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Bill Cockrell	Monday 9:00-11:00	H. Hart
Valencia	Friday 9:00- 11:00	H. Hart

Advance Computer Classes

Advanced Computer Class is a continuation of Basic Computer and will consist of inserting, copying and pasting, making charts, scanning, balancing check books, basic Microsoft Power Point (developing presentations and slide shows), and much, much, more!

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Lakeside	Tuesday 9:00- 11:00	H. Hart
David Raines	Wednesday 9:00- 11:00	H. Hart
Airport Park	Thursday 9:00- 11:00	H. Hart

Basic Windows 7, Office 2007 and Office 2010

This is a class that will teach the basic and/or new features of Window 7, Office 2007 and Office 2010. It will explain the "start menu", working with folders, files and programs, how to briefly use Outlook and much more.

Each student must have his/her own laptop computer and Microsoft Word software, (already installed on the computer). This is a six (6) week class on Wednesdays only – July 29, 2015 thru September 2, 2015. Space is limited. (Will have access to free Wi-Fi)

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Airport Park	Wednesday 9:30-11:00	C. Webb

Please submit enrollment applications at the Recreation Center where you want to take the class. (July 10, 2015 is the last day that applications will be taken for this session, on a first-come-first-served basis).

***You will be notified if you are accepted in the class.**

(For additional information contact Camille B. Webb, Senior Programs Supervisor, at 673-7845, or the Center where you want to take the class)

Center Phone Numbers

Airport Park 673-7803
David Raines 673- 5342
Valencia 673-6433

Bill Cockrell 629-4185
Lakeside 673-7813